

## Message Text

UNCLASSIFIED

PAGE 01     ATHENS 07461 231348Z

67

ACTION OPR-02

INFO OCT-01 EUR-12 ISO-00 VO-03 SCA-01 PPTE-00 SCSE-00

PER-03 /022 W

----- 122034

R 231202Z JUL 76

FM AMEMBASSY ATHENS

TO SECSTATE WASHDC 5689

UNCLAS ATHENS 7461

E.O. 11652: N/A

TAGS: AFSP ASUP GR

SUBJECT: LEASING IBM, MEMORY TYPEWRITER

1. FOREIGN SERVICE INSPECTORS HAVE RECOMMENDED THAT THE EMBASSY ACQUIRE TWO IBM MEMORY TYPEWRITERS; ONE TO BE USED IN THE VISA UNIT, AND THE OTHER IN THE SCS/PASSPORT UNIT.

2. THE EMBASSY ACCEPTS THIS RECOMMENDATION, AND BELIEVES THAT USE OF SUCH EQUIPMENT WOULD UPGRADE THE QUALITY OF CORRESPONDENCE, IMPROVE TIMELINESS OF REPLIES TO INQUIRIES, AND PERMIT THE EXISTING STAFF TO COPE WITH THE INCREASING WORKLOAD, WITHOUT ADDING ADDITIONAL PERSONNEL.

2. CONCERNING WORKLOAD, IT SHOULD BE NOTED THAT NIV DEMAND AND PASSPORT SERVICES, HAVE DOUBLED SINCE 1970 (WITHOUT AN INCREASE IN STAFF). CORRESPONDENCE SIMILARLY HAS INCREASED, STRETCHING EXISTING PERSONNEL TO THE LIMITS OF PRODUCTIVITY.

3. THE INSPECTORS BELIEVE THAT THE USE OF THE TWO MEMORY TYPEWRITERS COULD SERVE TO RELIEVE ONE CLERK/TYPIST FOR USE ELSEWHERE, FOR HALF OF EACH DAY. THIS WOULD OF COURSE BE USEFUL ASSISTANCE FOR THE RECEPTION UNIT, BUT IN ALL FRANKNESS CANNOT BE PROMISED IN ADVANCE OF EXPERIENCE WITH THE MACHINES.

4. MORE IMPORTANT, THE MACHINES WILL MAKE IT POSSIBLE TO RESPOND QUICKER TO INQUIRIES, AND OFFER ERROR FREE REPLIES,

UNCLASSIFIED

UNCLASSIFIED

PAGE 02     ATHENS 07461 231348Z

THUS SAVING OFFICER AND CLERICAL PERSONNEL TIME NORMALLY

SPENT IN ROUTING AND RETYPING.

5. IN THE TWON UNITS CONCERNED, THE CONSULATE SECTION CURRENTLY PRODUCES THROUGH A COMBINATION OF INDIVIDUAL TYPING AND FORMS, APPROXIMATELY 3200 PIECES OF CORRESPONDENCE A MONTH, RUNNING FROM INDIVIDUALLY DRAFTED LETTERS TO VISA INSTRUCTION KITS, CLEARANCE REQUESTS, DEATH CERTIFICATES, ETC. IN ADDITION, THE TYPEWRITERS CAN BE PROGRAMED WITH A SPECIALLY DESIGNATED TYPING BALL TO HANDLE THE PREPARATION OF PASSPORTS - A JOB THAT REQUIRES ON HUNDRED PERCENT ACCURACY.

6. CONCERNING TRAINING, THE TYPISTS HAVE ALREADY BEEN PARTIALLY TRAINED THROUGH VISITS TO AND FROM THE IBM OFFICE. STAFF FROM THE LATTER ARE PREPARED TO FULLY TRAIN OUR OPERATORS WITHOUT CHARGE TO THE EMBASSY. IN ADDITION, BASED ON A LEASE ARRANGEMENT THE MACHINES WOULD BE SERVICES BY IBM ATHENS, AND REPLACED BY IMPROVED EQUIPMENT AS THE LATTER ARE DEVELOPED AND BECOME AVAILABLE.

7. EMBASSY REQUESTS AUTHORIZATION TO LEASE TWO IBM - MODEL 82M MEMORY TYPERWITERS FOR THE USE OF THE CONSULATE SECTION WHERE THEY WILL BE USED FOR TYPING A VARIETY OF CORRESPONDENCE. THE TYPEWRITERS WILL BE LEASED FROM THE LOCAL IBM REPRESENTATIVE WHOSE RATES ARE AS FOLLOWS:

8. UNDER A TWO YEAR LEASE CONTRACT THE FIRST YEAR WILL COST \$4,872 FOR 2 IBM MEMORY TYPEWRITERS AND THE SECOND YEAR WILL COST \$5,458 FOR 2 TYPEWRITERS AT THE DOLLAR/ DRACHMA RATE OF \$1.00 - DRS 36.50. TOTAL COST FOR 2 YR. CONTRACT - \$10,330. THE LEASING CONTRACT INCLUDES MAINTENANCE AND PARTS SERVICES, AND A 50 PERCENT CREDIT FOR A PURCHASE OPTION. KUBISCH

UNCLASSIFIED

NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 23 JUL 1976  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1976ATHENS07461  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** n/a  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D760285-0038  
**From:** ATHENS  
**Handling Restrictions:** n/a  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1976/newtext/t19760730/aaaaazsv.tel  
**Line Count:** 94  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ACTION OPR  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 2  
**Previous Channel Indicators:** n/a  
**Previous Classification:** n/a  
**Previous Handling Restrictions:** n/a  
**Reference:** n/a  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** hackerp0  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 27 FEB 2004  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <27 FEB 2004 by ThomasVJ>; APPROVED <06 JAN 2005 by hackerp0>  
**Review Markings:**

Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
04 MAY 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** LEASING IBM, MEMORY TYPEWRITER  
**TAGS:** AFSP, ASUP, GR  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006